

Notice of Intent to Qualify for the One Maryland Tax Credit

The following is a sample letter which satisfies the statutory requirement that a firm declare its intent to use the One Maryland tax credit prior to incurring qualified costs and creating qualified positions. A Declaration of Intent letter is not required if an application has already been submitted to the Department of Commerce. If an application has been received, the date it is received will be the date of intent. This letter should be sent to:

Mark Vulcan, Program Manager, Tax Incentives
Department of Commerce
401 East Pratt Street, Suite 1760
Baltimore, MD 21202
Attn: One Maryland Tax Credit
Phone: (410) 767-6438
Email: mark.vulcan@maryland.gov

Sample Text to be submitted on Company letterhead

[Company Name] would like to notify the Department of Commerce of its intent to qualify for the One Maryland Tax Credit. It is our intent to **[establish or expand]** a **[type of facility]** which will be located in **[County]**, Maryland. It is the company's plan to hire at least **[##]** full-time employees at the facility during the years **20** through **20**. We currently have existing employees in Maryland.

It is our understanding that the One Maryland Tax Credit is available for eligible project costs incurred and employees hired to fill newly created, full-time permanent positions at the qualifying facility on or after the date the company declared its intent to use the tax credit, *provided the company meets the requirements for final certification.*

Sincerely yours,

[Signature]
Title